

**ADMINISTRATIVE-INTERNAL USE ONLY**

MEMORANDUM FOR: Deputy Director of Central Intelligence

FROM : Harry E. Fitzwater  
Director of Personnel Policy,  
Planning, and Management

SUBJECT : Experimental Flexible and Compressed  
Work Schedules

1. Action Requested: NONE; for information only. Attached is a chart depicting the various components of the Agency that are participating in the Experimental Flexible and Compressed Work Schedules and the types of schedules they have elected to use in their component.

2. Since the passage of the Federal Employees Flexible and Compressed Work Schedules Act of 1978 (Public Law 95-190) in September 1978, nine components in the Agency have instituted voluntary experimental programs. Four have established a Compressed Workweek; three have established combination Compressed and Flexible Work Schedules; and two have established a Flexible Schedule. Four of the components are in the ODA; three are in NFAC; one is in the DDO, and one is in the Intelligence Community Staff.

3. The duration of the experiments for each of these components ranges from three months to one year, with the average being six months. Those components initiating compressed schedules have established a compressed workweek of four 10-hour workdays. Most of the four components participating in the compressed week have established a workweek of four consecutive 10-hour workdays with some of the employees on duty Monday through Thursday and the others on duty Tuesday through Friday. Those components that have selected Flexible Schedules have core times ranging from 0900 to 1530 with the flexible time ranging between 0700-0930 and 1530-1800.

Harry E. Fitzwater

Attachment

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OFFICE	TYPE-ALTERNATE WORK SCHEDULE	EXPERIMENT EXPIRATION DATE
OL/Printing and Photography Division	Flexible Schedules:  Flexible time - 0630-0900 1500-1730 Core hours - 0900-1500	6 months - January 1979
ODP/C Division (Maintenance Team and Development Team)	Compressed Schedule:  10-hour workday - 4 day week Shifts - Monday - Thursday and Tuesday - Friday Hours - within 0700-1800	4 months - September 1979
OC/Human Resources Division	Compressed Schedule:  10 hour workday - 4 day week Shift - part Monday - Thursday part Tuesday - Friday	6 months - February 1980
OL/Data Control and Systems Analysis Branches	Flexible Schedule:  Flexible time - 0700-0930 1530-1800 Core hours - 0930-1530	6 months - June 1980
Supply or Procurement Divisions		
OIA	Compressed and Flexible Schedules:  A. Compressed: 10 hour workday - 4 day week tour limited from 0600-1800 Shifts - Monday - Thursday Tuesday - Friday  B. Flexible: Flexible time - 0700-0930 1530-1730 Core hours - 0900-1530	6 months - June 1980

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OFFICE	TYPE-ALTERNATE WORK SCHEDULE	EXPIRATION DATE
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OWI	Compressed and Flexible Schedules:	3 months - March 1960
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- A. Compressed:
  - 10 hour workday - 4 day week
  - tour - 0700-1730
  - Shifts - Monday - Thursday
  - Tuesday - Friday
  - Monday, Tuesday and
  - Thursday, Friday
- B. Flexible:
  - Flexible time - 0700-0930
  - Core hours - 0930-1530

ICS/Administrative Staff	Compressed and Flexible Schedules:	3 months - March 1960
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- A. Compressed:
  - 10 hour workday - 4 day week
  - tour limited from 0700-1800
  - Shifts - Monday - Thursday
  - Tuesday - Friday
- B. Flexible:
  - Flexible time - 0700-0930
  - 1530-1730
  - Core hours - 0900-1530

OCO/Publications and Presentation Group/Text Preparation Branch	Compressed Schedules:	1 year - January 1961
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- 10 hour workday - 4 day week
- Shift - four 10-hour shifts
- Monday through Sunday

EA <span style="border: 1px solid black; display: inline-block; width: 150px; height: 1.2em; vertical-align: middle;"></span>	Compressed Schedules:	6 months - June 1960
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**Teams**

- A. Monday - Thursday 10 hour workday 0730-1800
- B. Tuesday - Friday 10 hour workday 0730-1800
- C. Monday - Friday 8 hour workday

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